



SUPERVISOR'S INVESTIGATIVE REPORT

NAME: _____ AGE: _____ TIME: _____ DATE: _____

DEPARTMENT: _____ SHIFT: _____ JOB: _____ HOW LONG: _____

WHAT HAPPENED? Describe what took or what caused you to begin this investigation.

WHY IT HAPPENED? Get all the facts by studying the job and situation involved. Question WHAT - WHERE - WHEN - WHO - HOW

WHAT SHOULD BE DONE?

Determine which of the 12 items under EMP require attention:	EQUIP <small>(Select)</small>	MATERIAL <small>(Select)</small>	PEOPLE <small>(Select)</small>
	<input type="checkbox"/> Arrange	<input type="checkbox"/> Place	<input type="checkbox"/> Place
	<input type="checkbox"/> Use	<input type="checkbox"/> Handle	<input type="checkbox"/> Train
	<input type="checkbox"/> Maintain	<input type="checkbox"/> Process	<input type="checkbox"/> Lead

WHAT HAVE YOU DONE THUS FAR?

Take or recommend action depending upon your authority. Follow-up - Was the action effective?

WILL THIS IMPROVE OPERATIONS?

Objective: Eliminate job hindrance.

FILED BY: _____ DATE: _____

REVIEWED BY: _____ DATE: _____